

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.state.in.us
317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

LAW CLERK – Part-time CONSUMER PROTECTION DIVISION

Provides support to attorneys in the Consumer Protection Section. Assigned to two or more attorneys. This is a part-time position. Principal duties include:

Duties:

Process discovery requests directed to clients; contact clients or liaisons to obtain documents and responses to discovery; keep track of due dates and prepare motions for enlargement of time.

- Assist in drafting pleadings and preparing litigation files as directed by assigned attorneys.
- Field telephone calls and process mail for section deputies.
- Assist in case management of consumer complaints and litigation cases for the Section.
- Other duties as assigned.

Requirements:

- Proficient at word processing (Word 2000 or equivalent), email (Outlook 2000 or equivalent).
- Good public relations skills, including ability to work with consumers to obtain information in a timely manner.
- Pleasant telephone demeanor, as consumers and opposing counsel must frequently be contacted by phone.
- Familiarity with civil discovery process, including knowledge of the various forms of discovery and appropriate objections.
- Familiarity with summary judgment process, including admissibility of evidence.
- Ability to manage large volume of cases, including monitoring of due dates and prompting of clients to respond when required.
- Awareness of ethical concerns, including need for confidentiality.